

## Section 4. RECORD DRAWING CRITERIA

The original drawings or reproducible polyester film transparency copies (**mylars**) bearing the original approval signatures must be used in the preparation of the record drawings. If such drawings cannot be revised to produce a clear and legible record, new drawings must be prepared and clearly marked "Redrawn for Record Purposes". Originals must be marked revised and submitted with the new drawings. The use of drawings incorporating aerial photographs in the plan view of a plan & profile sheet should be avoided due to the difficulty in obtaining acceptable copies of the microfilmed record drawing.

**[+ All drawings approved for construction and for record shall be submitted as follows:**

- One (1) set of mylars and electronically on compact disk.
- One (1) full size set of prints of the record drawings shall be submitted with the record mylars and disk.
- Electronic drawings shall be in Portable Document File format. Files shall be read, view, and copy accessible but password protected and/or locked to prevent changes. Information shall be submitted at not less than 300 dpi.
- Cover sheet containing the approval signatures or the names of the signatories and dates signed inserted in the signature block.
- Each electronic sheet shall bear the seal of the design professional. A signature shall not be incorporated but the following statement shall be included below the seal:

**For approved construction drawings:**

**"I, (name)\*, certify that this electronic version is identical to the original reproducible APPROVED FOR CONSTRUCTION drawing signed by me on (date)\*."**

**For approved record drawings:**

**"I, (name)\*, certify that this electronic version is identical to the original reproducible RECORD drawing signed by me on (date)\*."**

- The following statement of acceptance by the project manager and the "project sequence number" shall be included on the cover sheet of RECORD drawings:

**"This set of drawings is accepted for RECORD purposes by (name)\* on (date)\*."**

**The project sequence number will be of a format similar to**

2	6	-	0	3	2	7	.	8	5	-	0	7
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**\* The names, dates, and sequence number shall be filled in on the electronic version to match those on the mylars. +]**

The applicable sections of the following criteria govern the type and accuracy . . .